

6 July 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Administrative and Technical Study of the National Intelligence Survey (NIS).

1. On 12 March 1953 it was agreed by representatives of ORR, GSO, and OIC that all operations pertaining to the preparation and handling of NIS material for printing and the technical printing operations would be studied by GSO. The study, which was started on 13 March 1953, made a detailed analysis of the various printing and related operations and proposed recommendations for more efficient and expedient operations.

2. The study indicates the actual printing costs for NIS material approximated \$600,000 per year, that there was a backlog of 15,204 pages at 1 January 1952, 42,935 pages at 1 January 1953, and estimates backlogs of approximately 52,000 pages and 84,000 pages at the end of FY 1953 and FY 1954, respectively. The study further indicates this backlog is due primarily to conditions in the Division of Basic Intelligence and not because of the failure of contributing agencies to submit information.

3. Analysis reveals the major cause of the actual and estimated backlogs is the lack of personnel in the Division of Basic Intelligence to review, edit and prepare NIS material for printing, as during FY 1951 and FY 1952 only 75% of authorized positions were filled. Other factors resulting in delay and high costs are the uneven flow of work, crowded conditions in the GPO field plant located in South Building, lack of a practical printer, waste of paper due to use of too large type, improper routing, inefficiency in folding and insertion of maps, requirements for more copies than are necessary and other minor matters resulting in inefficient use of personnel.

4. In view of the importance of having basic intelligence on a current basis, it is recommended that:

a. The study be returned to GSO with instructions to put into effect at once the recommendations to correct and improve the conditions listed in paragraph 3 above.

b. The Personnel Office be advised by memo (Tab A) of this condition and requested to do everything possible under present circumstances to obtain the necessary personnel.

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